



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER – SPECIALIST (MULTIPLE POSITIONS)

**\$3,418-\$4,155
SACRAMENTO**

Responsibilities:

Under general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer performs professional accounting duties in the Accounts Receivable Unit. The incumbent is responsible for maintaining and reconciling the department's accounts receivable records to the CALSTARS and Oracle Accounts Receivable general ledger accounts and to develop and administer collection procedures. This function involves preparing dunning letters, submitting uncollectible accounts to outside collection agencies, requesting discharge of accountability from the State Controller's Office and/or State Board of Control, generation of monthly, quarterly, and annual billings to insurance companies and other entities. Respond either verbally or in writing to inquiries from program managers, control agencies, vendors and member of the public. Research and analyze claims of incorrect billings or payment postings from insurance companies. Prepare and submit a written accounts receivable report in accordance with the Accounts Receivable Management Act to the Franchise Tax Board.

Desirable Qualifications:

- Direct knowledge and experience with State accounting principles, methods and procedures.
- Knowledge of the principles and practices of CALSTARS.
- Have excellent oral, written and analytical skills.
- Proficient in PC applications (Word, Excel, Access, Monarch, etc).

Who May Apply:

Applications will be accepted from current State employees within transfer range, or individuals who have list eligibility. SROA or Surplus employees are encouraged to apply. **May consider ACCOUNTANT TRAINEE applicants.** All applications will be reviewed, however, only the most qualified candidates will be interviewed. **Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, reemployment status, or list eligibility on the State Application.**

Application Procedures:

Send a completed State of California application to Willie Papa, Department of Insurance, 300 Capitol Mall, 13th floor, Sacramento, CA 95814. **Please indicate "Accounting Officer-Specialist, Accounts Receivable Unit # 192-4546-XXX".** For additional information, please call (916) 492-3236.

FINAL FILING DATE: May 18, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit state application in order to be considered for the position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD